



## External Group Booking Policy

### 1. Sports facilities available for hire ([Map](#)):

| Address: 10 Sha Wan Drive, Sandy Bay   | Opening hours   |
|--|---|
| SHSC – Stanley Ho Sports Centre (SHSC) | 0630-2230   |
| HFSP – Henry Fok Swimming Pool (HFSP)  | Summer (Apr-Nov): Monday to Sunday at 0630 - 2100<br>Winter (Dec-Mar): Monday to Sunday at 0730 – 1900<br>Closed every Tue 1400-1700 for pool staff training & cleaning |

Please check the venue availability by

- calling the Booking Officer during office hours (Mon. to Fri. 0900-1230 & 1400-1700) at 39103558
- emailing the Booking Officer at [csebooking.officer@hku.hk](mailto:csebooking.officer@hku.hk)
- visiting [https://bs.cse.hku.hk/ihpbooking/servlet/IHP\\_Booking/showActivityList1](https://bs.cse.hku.hk/ihpbooking/servlet/IHP_Booking/showActivityList1)

### 2. Scale of Charges

- Bookings can normally be made as early as 3 weeks prior to the event dates. Hirers who wish to make bookings more than 3 weeks in advance, please call or email the booking officer to seek approval from the Management first. Such bookings will be subject to at least 10% surcharge to the hiring fees.
- Booking applications submitted less than 7 days in advance of the event dates will be subject to at least 10% surcharge to the hiring fees. Applications submitted on weekends will only be handled on the following working day. Bookings made on the last 3 days before the event dates will be rejected.
- Equipment requests made less than 7 days in advance of the bookings will either be rejected or subject to at least 10% surcharge to the equipment fees. The same rule applies to on-site equipment requests as well.
- An Overtime Booking Charge equals to the normal hourly rate of the facility(ies) concerned and a Staff Overtime Charge of \$800/ hour will be charged for every hour/venue, or part thereof, if the facility(ies) is used beyond the end of the booking.
- Surcharges may apply to bookings with special requests in venue setup, and based on factors like scale of event, use of special equipment, number of attendees, provision of food / presence of caterers, etc. All waivers and provision of concessionary rates have to be approved by the CSE Director or his/her representatives.
- Handling fee will be levied for each request for any changes of booking arrangements after a confirmation letter is issued: 1st Request: \$200; 2nd Request: \$300; 3rd Request: \$500; 4th & Further Request: \$1,000.
- Scale of charges can be found at
  - Venue Charges [https://cse.hku.hk/document/Charges\\_Venue.pdf](https://cse.hku.hk/document/Charges_Venue.pdf)
  - Equipment Charges [https://cse.hku.hk/document/Charges\\_Equipment.pdf](https://cse.hku.hk/document/Charges_Equipment.pdf)
  - Location Filming Charges [https://cse.hku.hk/document/Charges\\_Location\\_Filming.pdf](https://cse.hku.hk/document/Charges_Location_Filming.pdf)

### 3. Application and Payment

- Submit External Booking applications via <https://externalbooking.cse.hku.hk>
- The applicants must be over 18 years of age and shall be deemed to be the hirers and representatives of their organizations.
- Event rundowns and/or floorplans must be submitted to the Booking Officer by email at [csebooking.officer@hku.hk](mailto:csebooking.officer@hku.hk) more than 7 days before the event dates. Surcharges will apply to late submissions.
- Hiring charges must be settled **on or before** the deadlines specified in the confirmation letters by E-checke, crossed cheque, direct deposit or credit card online payment. Official receipts will be sent via emails.
  - For credit card online payment, please follow the instructions stated in the emails sent to the hirers by the External Group Online Booking System.

- ii. For cheque payment, please make it payable to “The University of Hong Kong”, and write down the booking reference numbers and the name of the hirers on the back of the cheques. E-cheques can be sent to [csebooking.officer@hku.hk](mailto:csebooking.officer@hku.hk) by email while crossed cheques can be sent via mail to the Centre for Sports and Exercise at Stanley Ho Sports Centre, 10 Sha Wan Drive, Sandy Bay, Hong Kong.
- iii. For Direct Deposit, please deposit the amount to the bank account no. 004-002-222834-001 of The Hong Kong and Shanghai Banking Corporation Ltd (Recipient Name: The University of Hong Kong). Please indicate the booking reference numbers and the name of the hirers on the Bank-in slips. Original copy of the Bank-in slips must be sent to the Booking Officer on or before the hiring dates.

**IMPORTANT:** The Centre of Sports and Exercise (CSE) does not accept payments via e-banking, phone-banking or any other payment methods (e.g. deposit a cheque in a bank’s drop-in box) which have no official transaction records issued by the Bank.

- e. If hiring charges are settled **on** the hiring date by a crossed cheque, official receipts will be issued by the Booking Officer later. If the charges are paid by Octopus or credit card, receipts without booking details will be issued by the receptionist.
- f. 10% surcharge will be levied if any payments are overdue.
- g. The person-in-charge stated in the applications should produce their identity cards when they check-in for the bookings at the reception counter of the Sports Centre. In case the person-in-charge cannot show up on the booking day(s), the applicants should inform the CSE beforehand.
- h. Booking times must include the time needed to set-up and tidy up the venue(s). Hirers are responsible for restoring the venue(s) to its original condition before the end of the bookings.
- i. If a booking request is accepted, the hirer concerned will be required to pay a deposit equivalent to 10% of the total hiring fees **within 10 days** after a booking confirmation email is issued. The deposit will form part of the total payment. Deposits paid are non-refundable.
- k. If there are any additional usages of facilities / venues / equipment or charges incurred during the events, new bills will be sent to the persons-in-charge of the bookings.
- l. In the event of any loss of or damage to the property/equipment of the HKU, the hirers shall be liable for the replacement or repairing costs.
- m. The CSE reserves the right to turn down any applications or to cancel any approved applications.

#### 4. Cancellation

- a. To avoid damaging the grass pitches, the pitches will be closed when they are flooded or waterlogged.
- b. The Facility Manager or his/her representative has the right to close any sports facility without prior notice in the event of adverse weather, or when a black rainstorm warning / typhoon No. 8 signal (or higher) is issued.
- c. Hirers can contact the reception counter [Stanley Ho Sports Centre (Tel: 39103244)] to check the facility conditions when there are adverse weather conditions.
- d. In the event of adverse weather, school hirers are permitted to cancel their bookings if there is such a need in accordance with the guidelines on schools’ outdoor activities stipulated by the Education Bureau (Q14 on p.91 of [https://www.edb.gov.hk/attachment/en/sch-admin/admin/about-activities/sch-activities-guidelines/Outdoor\\_EN.pdf](https://www.edb.gov.hk/attachment/en/sch-admin/admin/about-activities/sch-activities-guidelines/Outdoor_EN.pdf)), and schools should send their cancellation requests to the Facility Manager as early as possible. In case there is class suspension due to adverse weather as decided by the Education Bureau, the related bookings will be cancelled automatically. Rescheduling of the cancelled bookings will be arranged within 3 months as appropriate and as mutually agreed by the schools and the CSE. If rescheduling is not possible, refund will be arranged.
- e. The CSE reserves the right to cancel a booking at any time without prior notice in the event of adverse weather or other emergencies. Should a booking be cancelled due to the aforesaid conditions, a make-up booking will be arranged for the hirer within 3 months as appropriate and as mutually agreed by the hirer and the CSE. If rescheduling is not possible, refund will be arranged.
- f. In case a booking is cancelled after a booking confirmation letter has been issued by the CSE, any fees

paid are non-refundable. Nevertheless, the hirer is allowed to reschedule its event for another date within 3 months of the original date (handling fees will apply). If a rescheduled booking costs more than the cancelled one, the hirer has to settle the differences in the booking fees, if any. However, in case the rescheduled booking costs less, any excess fee paid will not be refunded.

- g. In case a hirer fails to notify the CSE of any booking cancellations at least 7 days in advance and has not settled any hiring fees after the issuance of confirmation letters by the CSE, a cancellation fee equivalent to the total charges of the original bookings will be required. Hirers who have any outstanding payments will not be permitted to make any new bookings / use any sports facilities at the CSE until all the outstanding fees are paid in full.

## **5. Insurance and Legal Liability**

- a. Users have to take good care of their own personal safety when participating in any activities at the Sports Centre. The CSE and/or the University will not be responsible for any liability in the event of personal injury or death which is caused by the users' own negligence or dangerous act.
- b. The University of Hong Kong shall be indemnified against
  - i. any liability which, notwithstanding the provisions of this clause, the University may incur in respect to any death or personal injury (otherwise caused by the negligence of the University or its employees) or any damage to, loss or theft of any properties belonging to the hirers or any other persons;
  - ii. all claims and liability caused or incurred by the University of Hong Kong arising out of any non-observance or non-performance of the terms of these conditions of hire by the hirers or their agents;
  - iii. all claims, actions, proceedings, liabilities, losses, damages, demands, charges, costs and expenses of whatsoever nature arising out of or resulting from the use of the said facilities.
- c. The hirers shall maintain an adequate policy of insurance to cover any liability which they may incur to the University of Hong Kong under the terms of this clause and shall produce written evidence of that policy of insurance to the University if requested to do so.
- d. Qualified first-aiders shall be on duty at the Sports Centre(s). The Centre(s) shall be equipped with Automated External Defibrillators (AEDs) and first-aid kits. Hirers can call the following numbers for assistance: Stanley Ho Sports Centre (Tel: 39103244)
- e. Hirers should take good care of their personal belongings and properties. The CSE and The University of Hong Kong shall not be responsible for any loss of or damage to their personal belongings and properties. VALUABLES SHOULD NEVER BE LEFT UNATTENDED ANYWHERE AT THE SPORTS CENTRE.

## **6. Users, Identification and the Right of Entry**

- a. Hirers should ensure that all participants are their bona-fide guests. The hirers shall be held responsible for their participants' behaviors and conduct.
- b. The hirers should ensure that their participants do not use any facilities at any times other than those specified in their approved applications.

## **7. Car Parking Policy**

- a. There are 81 car parking spaces at the Stanley Ho Sports Centre.
- b. Due to limited number of car parking spaces available at the above-mentioned Sports Centre, please provide the required number of car parking spaces together with the car registration numbers, if any, in the applications. If approved, the parking fees will be charged to the organizations of the applicants. If car registration number(s) cannot be provided when filling out the applications, the registration number(s) must be sent to the Facility Manager or his/her representatives at least 3 working days before the bookings.

- c. Car parking spaces are only provided to pre-registered cars. All parking spaces are provided on a first-come, first-served basis, and are subject to car parking fees.

**For details about Car Parking Policy, please refer to:**

[https://www.cse.hku.hk/document/policy\\_car\\_parking.pdf](https://www.cse.hku.hk/document/policy_car_parking.pdf)

**8. Use of Public Address System and Noise Control**

- a. The P.A. System is available only with prior approval from the Facility Manager.
- b. Hirers must not use their own P.A. System, loudspeakers, portable amplifiers or any other audio equipment that serve the same / similar purposes.
- c. The P.A. System shall ONLY be used for formal announcements which form part of a ceremony or event. No music shall be played through the P.A. System. Formal announcements normally refer to opening /closing speech or those in relation to logistical arrangement or rundown of an event. Commentary, cheering for an event and the like are not regarded as formal announcements and they should not be made through the P.A. System. CSE staff reserve the right to stop the P.A. System service should any hirers not comply with this. In the event of a dispute over the interpretation of formal announcements, the final decision lies with the CSE.
- d. The volume of the P.A. system will only be controlled by the CSE staff. Outfield speakers will be switched off unless they are needed for formal announcements related to athletics field events or relays. Only under exceptional circumstances, (e.g., grandstand full of spectators and windy conditions) and with the approval of the Facility Manager or his/her representative can the volume of the outfield speakers be turned up.
- e. Hirers are responsible for controlling the noise level below 70 decibels during their whole event or else the CSE staff will stop the event immediately. Hirers are strongly advised to draw the attention of all their audiences, participants, Master of Ceremonies and any other parties concerned to this.
- f. All users are not allowed to generate loud/disturbing noises (e.g., banging, hammering, drilling, etc.) during venue setup/removal before 08:30 and after 19:00 (weekdays and Saturdays); and at no time on Sundays or public holidays. Only minor set-up/removal construction-type activities that generate minimal noise can be undertaken during these prohibited times, and with the permission of the Facility Manager.
- g. For outdoor facilities, neither the PA system nor megaphones can be used before 08:30 or after 21:00 on weekdays or Saturdays. On Sundays and Public Holidays, they may not be used before 10:00 or after 20:00 without special permission of the Facility Manager.
- h. Marching bands, brass band, live music, musical instrument, cheering stick, bells, sirens, clappers and other instruments which can produce high levels of noise are prohibited in the Sports Centre without prior permission of the Facility Manager.

**For details about the Noise Control Policy, please refer to:**

[https://www.cse.hku.hk/document/policy\\_Noise\\_Control.pdf](https://www.cse.hku.hk/document/policy_Noise_Control.pdf)

**9. Use of Unmanned Aircraft System (Drone)**

Drone, with or without camera, is not allowed to be used at any part of the sports facilities unless with prior approval from the Security and Parking Unit of HKU Estates Office. You can send the application to Estates Office via CSE.

**For details about the Use of Drone, please refer to:**

[https://www.estates.hku.hk/download\\_file/3983/](https://www.estates.hku.hk/download_file/3983/)

## 10. General Conduct

- a. Hirers are responsible for reading all the rules and regulations governing the use of Sports Facilities and briefing their participants before the event days / bookings. Hirers must take the responsibility of crowd control during the timeslots they have booked.
- b. Photo-taking, video or audio recording is prohibited without prior approval from the Facility Manager.
- c. Willful destruction of University's, public and/or private property will not be tolerated. Any persons who commit vandalism shall be held responsible for all legal liabilities and damages.
- d. Any behaviors that affect the safety of Sports Centre users will not be tolerated. CSE staff are authorized to ask any hirers/users to leave the Sports Centre if they are found causing danger to others.
- e. Hirers are responsible for making sure that their participants / guests using the sports facilities are properly dressed and wear suitable footwear. The Facility Manager or his/her representative reserves the right of final decision on such matters.
- f. Only non-marking sports shoes are allowed in the Sports Centre. Jumping / running shoes with spikes longer than 7mm are not allowed on the athletics tracks.
- g. Bicycle riding is not allowed inside the Sports Centre except for CSE ground staff and individuals who use bicycles as a means of transport. Bicycles should be parked at the racks provided by the CSE.
- h. No kite flying inside the Sports Centre.
- i. No roller-skating, skateboarding or scooting is allowed inside the Sports Centre.
- j. Except guide dogs for the blind, no dogs and other pets are allowed in the Sports Centre without the prior permission of the Facility Manager.
- k. Hirers are responsible for clearing all litters from the facilities/areas they have ever used before leaving.
- l. No smoking within the Sports Centre. The University is one of the "Statutory No Smoking Areas".

## 11. Food and Drinks

- a. Water or sports drinks are allowed within the Sports Centre but users have to use plastic bottles which can be properly capped. Glass bottles or containers are strictly prohibited in the Sports Centre.
- b. Food is not allowed to be consumed in the playing fields. Any type of cooking inside the Sports Centre is strictly prohibited.
- c. Distribution or selling of refreshments or any commodities without prior approval of the CSE Director is prohibited.
- d. Food / drinks vending machines are available in the Sports Centre.

## 12. Miscellaneous

- a. Unless it is with the prior permission of the Facility Manager, no decorations, advertisements, posters, flags emblems or other interior decorations can be displayed within or at the Sports Centre. Such decorations, if authorized, shall be made of non-flammable materials and hirers shall be subject to additional charges for putting up the decorations.
- b. Unless it is with the prior approval of the CSE Director, collection of fees / solicitation of donations from facilities users / guests is strictly prohibited within the Sports Centre.
- c. Subletting / Transferring of the right of using any booked facilities is strictly prohibited. The bookings concerned will be cancelled and all the fees paid will be forfeited if such cases are found.

**For other rules and regulations governing the use of sports facilities, please refer to:**

<https://www.cse.hku.hk/facilities.asp?pageid=110>

***Hirers will be subject to penalty charges if they are found to violate any of the above regulations.***

**CSE reserves the right to update/modify the above terms and conditions at any time without prior notice.**

For more information or clarification of the above, please contact the CSE Booking Officer at (Email) [csebooking.officer@hku.hk](mailto:csebooking.officer@hku.hk) or (Tel) 39103558.